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# Personnel/Employee Relations Workshop at USD

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FOR IMMEDIATE RELEASE

PERSONNEL/EMPLOYEE RELATIONS WORKSHOP

AT USD

A 13-session workshop, "Personnel/Employee Relations--An Overview," will be held at the University of San Diego from February 8 through May 3 in Salomon Lecture Hall from 4:00 to 6:30 p.m. For information call 293-4585.

The Monday afternoon series, sponsored by The Merchants and Manufacturers Association in cooperation with USD's School of Business Administration, is limited to personnel department employees. The \$60 registration fee includes all sessions, materials, refreshments, and parking.

The training program is designed to prepare personnel department employees not only to perform current functions more effectively, but to prepare them for additional responsibilities which may include promotional opportunities.

Topics included in the series are: employment, salary administration, benefits, labor relations, training, policy and procedure, affirmative action programs, workers compensation, unemployment compensation, and others. Session leaders include Dan Archibald, Fluor Corporation; Jerry Edge, Solar Turbines International; Steve Gould, NASSCO; Sandi Kerentoff, Linkabit; George Leesch, General Dynamics; Lorraine Watson, University of San Diego and other industry administrators.

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